



Off Payroll Workers

Terms and Conditions

On completion of your registration with Advantage Angels Ltd you will offer an 'Off Payroll Worker' position within the company. This means in line with the new IR35 regulations that came into place April 2021, we as a company and in line with the national directive from the HMRC we are now legally obliged to deduct all tax and national insurance contributions from our workers payment and pay them direct to the HMRC. This does not mean you are employed nor are you entitled to any other employment benefits. Candidates can work under their own Limited company however we will deduct all tax and national insurance contributions and pay them direct to the HMRC.

After completing a three-month probationary period, which is Advantage Angels Ltd policy, you can and may be offered a permanent contracted salaried position. However permanent positions can be offered sooner subject to satisfactory performance. If you can commit to a full-time position, that would be based on a minimum of 36 hours per week and would be on the usual PAYE basis with annual leave entitlement and workplace pension.

Off Payroll Worker positions do not require you work to set hours and are based on your availability. You will not be asked to attend shifts that you're not able to commit to. The number and frequency of the shifts that you wish to book are entirely up to you. All that is asked of you is that if you commit to a shift and are booked in by one of our booking's coordinators, you honour the shift.

If at any point within the three-month probationary period, you wish to terminate your services with Advantage Angels Ltd you can do so without giving notice. However, if you have shifts booked in you must ensure they are honoured and worked.

Advantage Angels reserve the right to terminate services without giving notice if your performance, conduct, or attitude is unsatisfactory or any safeguarding issues arise regarding working practices that make your position at Advantage Angels Ltd untenable.

Advantage Angels Ltd reserve the right to withhold your final salary payment until all company property is returned. Company property MUST be returned otherwise it will be classed as a breach of GDPR and be dealt with in line with company policies and procedures.

Allocation of Work

Most work goes to the Off Payroll Workers who contact head office on a regular basis, giving as much availability as possible. We prefer Off Payroll Workers to give us their availability one month in advance if possible. By advising the office of your availability one month ahead, it saves the office staff trying to contact you unnecessarily, and means you are more likely to get the assignments and hours that suit you. Shifts will be circulated via our Rotacloud system, email and telephone at any given time, and it is the responsibility of the Off Payroll Workers to check this information regularly.

Staff are also added to our team WhatsApp groups. Shifts for each area are posted in the groups daily and you can pick and choose what you want to pick up.

Assignments are offered but you are under no obligation to accept. However, once you have accepted the assignment you must make sure that you do the following:



- Do not cancel once you have accepted the shift
- Take full details of the shift i.e., location, date, start time, finish time. This information is always available via our Rotacloud system.
- Make sure that you know where you are going. Do a route planner on the internet or find out about publictransport.
- Turn up on time
- Make sure you are appropriately dressed
- Always carry your Advantage Angels ID badge
- Make sure that you have a timesheet with you
- Report on duty
- Find out the basic health and safety issues in the building i.e., fire exits
- Never do anything you are either unsure about or feel is dangerous

It is your responsibility to get your timesheet signed at the end of your shift by an appropriate member of staff from the care home. All timesheets must be signed otherwise shifts cannot be claimed and paid.

Timesheets

It is your responsibility to get your timesheet signed at the end of your shift by an appropriate member of staff from the care home. All timesheets must be signed otherwise shifts cannot be claimed and paid. Timesheets must be sent to your line manager and timesheets@advantageangels.co.uk after every shift or by 11.00am the following day so that the week's shifts are in the system for payment.

Please note: Only a scan or phone picture of the signed timesheets are required to be in the system for payment, the hard copy can be sent to us later. Failure to submit timesheets by 11:00am will result in payment not being made in that week/ month's payment run. No additional payment runs can be authorised so you would be waiting until the following month to receive your payment.

Shift Cancellation and Non-Attendance

Non-attendance of booked shifts without prior notification to the agency and care home is a major safeguarding issue and will not be tolerated. The result of this will be instant dismissal and you will be charged for the loss of business if we are unable to refill the shift.

Staff who cancel their prebooked shifts must make the agency aware at least 48 hours in advance by telephone ONLY.

Text messages or emails will not suffice, and staff will be liable and charged for the loss of business if we are unable to refill the shift. Letting the care home down and leaving the care home short staffed is NOT an option.



If a shift is cancelled or not attended for a genuinely legitimate medical reason, we will of course waive these conditions with a doctor's certificate (no self-certificates) and in some cases require (D&V) a stool sample.

Mandatory Training

It is your responsibility to keep your training up to date. If your training dates expire then we will not be able to offer you any further work, until such time you update your training.

If you attend company training, which our own in-house trainer, is it chargeable at £100 per practical session. These charges are only payable if you terminate your employment with the company within your first six months of service. In which payment will be deducted from your final salary payment. Training certificates are only valid whilst working for Advantage Angels Ltd and can not be transferred to another company if you leave.

COVID-19 Vaccinations

It is now law that any member of staff we place into a care home setting is double vaccinated. In line with ever changing legislation and law, if boosters also become mandatory, staff will need to comply to be offered further work. Staff are also required to be registered on the NHS app, to be able to download the appropriate COVID-19 passport for care homes to hold on file.

Transportation Costs

Advantage Angels Ltd do employ a full-time driver to assist staff with no transport to and from work for workers that live and work in rural locations, where public transport is limited. However, this is not a free service and staff are expected to pay a fee towards this service which is equal to one hours pay.

Salary Advances

In some emergency cases Advantage Angels Ltd will assist with salary advances. However, these are classed as loans and will be deducted from your salary payment.

Permanent Placements

If you decide that after working with our clients that you wish to join them on a permanent basis, we reserve the right to charge a recruitment fee. This fee will be equivalent to twelve weeks of your average weekly shift bookings.

COVID-19

It is now law that all care staff working in a care home setting is double vaccinated. Upon joining Advantage Angels Ltd you will be required to provide proof of vaccinations in the form of a PDF COVID-19 pass. This can be either the letter format or downloaded from the NHS App. We can no longer accept COVID-19 vaccinations cards as proof. COVID-19 passes must be sent over to our clients prior to any shift bookings for them to also comply with regulations.

You will be required to care for people who may have tested positive for COVID-19. You will be provided with all training and PPE to keep you safe. Refusal to care for COVID-19 positive patients will result in Advantage Angels not being able to provide you with any shift bookings.



Withdrawing from Advantage Angels Ltd

Advantage Angels Ltd pay all Off Payroll Workers for shadow shifts if non experienced. We do not however charge the clients as it is part of our service.

We will reclaim the payment made for any shadow shifts if you do not satisfactory complete at least six months of shifts to warrant the paid shadow shifts.

Advantage Angels Ltd reserve the right to withhold your final salary payment until all company property is returned. Company property MUST be returned otherwise it will be classed as a breach of GDPR and be dealt with accordingly.

Advantage Angels Ltd reserves the right to provide any references if upon withdrawing you do not honour shifts that you have been pre booked for.